

**QUESTIONS AND ANSWERS CONCERNING AMENDMENT  
OF THE ANNUAL AND SICK LEAVE ACT**

**1. MAXIMUM ACCUMULATIONS**

**a. QUESTION:**

What is the maximum amount of leave that an employee can accumulate?

**ANSWER:**

Overseas employees can accumulate up to 45 days. Other employees can accumulate up to 30 days. Previously, the maximum was 90 days for overseas employees and 60 for the others.

**b. QUESTION:**

Will an employee who legally carried over to 1953 more than the new maximum lose the excess?

**ANSWER:**

No. The amount of leave he carried over is his maximum until he reduces it. For instance, a person who carried over 50 days to 1953 may carry over 50 days next year. But, if he uses all of this year's leave plus 5 days during the year, he may carry over 45 days. Forty-five days becomes his new ceiling.

**c. QUESTION:**

Is an employee who has more than the new maximum obliged to reduce his accumulation?

**ANSWER:**

Yes. The law directs the heads of agencies to take action to reduce maximum accumulations until they are within the legal limits. Further instructions on this point will be issued after careful study of its effect on Agency activities.

**d. QUESTION:**

Has the leave rider requiring Federal employees to use, by June 30, 1953, all the annual leave earned in 1952 been repealed?

**ANSWER:**

Yes. The rider was superseded by the new amendment.

2. LEAVE YEAR

a. QUESTION:

What change has been made in the leave year?

ANSWER:

Heretofore the end of the leave year was the end of the last full pay period in the calendar year. Now it is the end of the pay period following the last full pay period in the calendar year.

b. QUESTION:

When does the current leave year end?

ANSWER:

It ends on December 31. (The actual day is January 2, but this year January 2, as well as January 1, is a non-work day).

c. QUESTION:

What is the significance of the end of the leave year?

ANSWER:

The end of the leave year is the date on which an employee forfeits the leave in excess of his ceiling.

d. QUESTION:

What is the advantage to an employee of postponing the end of the leave year for one pay period?

ANSWER:

This postponement enables an employee to use the Christmas holiday period, a time when many people like to take leave, for the purpose of taking excess leave.

3. LUMP-SUM PAYMENTS

a. QUESTION:

What change has been made in the provisions relating to lump-sum payments?

ANSWER:

The new amendment limits lump-sum payments to pay for 30 days' leave or pay for the amount of leave carried forward at the end of the previous leave year (the employee's ceiling), whichever is larger.

b. QUESTION:

Can an employee take terminal leave in order to keep from forfeiting leave when he goes off the Government payroll?

ANSWER:

This question cannot be answered yet. It is something that the Comptroller General will have to decide.

4. TRANSFER OF LEAVE

a. QUESTION:

What change has been made in the provisions relating to transfer of leave?

ANSWER:

If an employee transfers to a job under a different leave system, he will transfer his annual leave instead of being paid for it as heretofore.

b. QUESTION:

Has any change been made that affects employees changing jobs when both jobs are under the same leave system?

ANSWER:

No. When both jobs are under the same leave system, the employee transfers his leave as before.

5. COVERAGE OF LEAVE ACT

QUESTION:

What change has been made in the coverage of the leave act?

ANSWER:

The new amendment excludes from the leave system all Presidential appointees receiving a yearly salary of more than \$14,800, and other officials designated by the President.